

RAPIDES PARISH SCHOOL BOARD
AGREE-UPON PROCEDURES
FOR THE PERIOD ENDED JUNE 30, 2013

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date SEP 10 2014

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- The expenditures were properly budgeted and properly reported on the reimbursement requests;
- The Form A-87, time and effort certification forms were completed;
- The teachers or para professionals were properly certified based on the Title I guidelines; and
- If the funds were spent for a particular school, that school was Title I eligible based on the Title I budget.

For the 25 expenditures selected we found no deviations from the established procedures.

Title II Funds:

We randomly selected 25 expenditures and determined that those expenditures were in compliance with the grant. In particular we verified that

- The expenditures were allowable by the grant;
- The expenditures were properly coded in accordance with the Louisiana Accounting and Uniform Governmental Handbook (LAUGH) Guide;
- The expenditures were properly budgeted and properly reported on the reimbursement requests; and
- The Form A-87, time and effort certification forms were completed.

For the 25 expenditures selected we found no deviations from the established procedures.

IDEA Part B/Preschool:

We randomly selected 25 expenditures and determined that those expenditures were in compliance with the grant. In particular we verified that

- The expenditures were allowable by the grant;
- The expenditures were properly coded in accordance with the Louisiana Accounting and Uniform Governmental Handbook (LAUGH) Guide;
- The expenditures were properly budgeted and properly reported on the reimbursement requests; and
- The Form A-87, time and effort certification forms were completed.

For the 25 expenditures selected we found no deviations from the established procedures.

School Athletic Funds:

We visited Pineville High School, Alexandria Senior High School, Peabody Magnet High School, Buckeye High School, and Brame Junior High School. We selected ten (10) transactions from the athletic funds of each school. We performed the following:

- a. Deposits: If the proper funds were collected from the activity and deposited in the account, 2) the deposits are properly recorded to the correct activity according to the

subsidiary ledger, and if applicable, the deposits are allocated to each activity according to the schools policies and procedures.

We selected a total of 25 deposits which included both athletic fundraisers and ticket sales. At all five of the schools the proper funds were deposited in the bank and the funds collected were recorded to the proper activity. At three of the schools selected there were no fundraiser forms completed for each of the fundraisers selected. For two of the athletic events selected there was no ticket reconciliation form completed for the event. There was only a total deposit amount listed which was deposited to the bank. There were two instances of the funds collected which were held several days prior to being deposited in the bank. For two of the deposits selected at one of the schools we were unable to review the bank statement to verify the total deposit due to the month's information being lost. However, due to the requirement that copies of the monthly bank statement and bank reconciliation be submitted to the School Board Office, we were able to verify the total deposit from a copy of the bank statement at the school board office.

- b. Disbursements: Determine if the expense has the proper documentation and approval as required by the policies and procedures manual and if the expense is recorded to the proper activity based on the subsidiary ledger.

We selected a total of 25 disbursements. At all five schools there were original invoices documenting the amount to pay. However, we noted five instances in which the invoices were not marked in a manner to prevent duplicate payment. Also, all five schools had approved purchase orders for the purchase. But there were two instances in which the purchase order was dated after the invoice date. In addition, based on the image checks in the bank statement, we verified that all of the image checks were correctly written as to amount, payee, and had two authorized signatures. However, for one check selected we were unable to view the image check at the school due to the month's information being lost. We were able to verify the check on the copies of the bank statement maintained by the school board office.

Principals and Assistant Principals:

Determine if principals and assistant principals are properly classified on the Profile of Educational Personnel (PEP) report and are properly compensated based on their status as either principal or assistant principal.

We selected 25 assistant principals and principals from the PEP report. The PEP report had 22 assistant principals misclassified as principals. We reviewed the personnel file for each of the 25 individuals and each case the employee's classification as assistant principal or principal agreed with records produced by the payroll department. In addition, we compared the compensation reported in the payroll system to the individual's status as either principal or assistant principal and the compensation policies of the Rapides Parish School Board. Each of the employee's selected received the proper compensation.

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Other Grants:

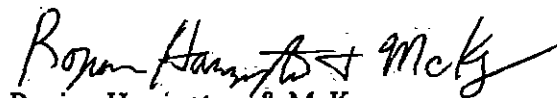
We selected 25% of grant funds and reviewed the grant documentation. We randomly selected 25 expenditures from each grant and determined that the funds were spent in accordance with the grant agreement.

The grants selected were Believe and Include, Louisiana Quality Education Support Fund, Cecil J. Picard LA4 Program, Science, Technology, Engineering, and Mathematics (STEM) Grant, and Title III.

For each of the grants selected, the grant funds were spent in accordance with the grant agreement. There were no findings detected.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Rapides Parish School Board and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and take responsibility for the sufficiency of the procedures for their purpose. Under Louisiana Revised Statute 24:513, the report is distributed to the Legislative Auditor as a public document.



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August 17, 2014

Independent Accountant's Report On Applying Agreed-Upon Procedures

To the Rapides Parish School Board
Alexandria, Louisiana

We have performed the procedures presented in the following sections of this report. We are required by the terms of our engagement to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted:

Management of the Rapides Parish School Board is responsible for the its financial records, establishing internal controls over financial reporting, and compliance with certain grants. These procedures were agreed to by the management of the Rapides Parish School Board and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and evaluating management's assertions about the Rapides Parish School Board's compliance with certain grants for the period ended June 30, 2013.

The agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Title I Funds:

We randomly selected 25 expenditures and determined that those expenditures were in compliance with the grant. In particular we verified that

- The expenditures were allowable by the grant;
- The expenditures were properly coded in accordance with the Louisiana Accounting and Uniform Governmental Handbook (LAUGH) Guide;

-Members-

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***Rapides Parish School Board
Management's Corrective Action Plan
For the Year Ended June 30, 2013***

Independent Accountant's Report on Applying Agreed-Upon Procedures

2013-01: School Athletic Funds

The following findings were noted during our procedures of the school athletic funds:

- We noted several instances in which the required fundraiser forms or the ticket reconciliation forms were not completed. Filing out and maintaining these forms assists management with ongoing school activities as well as maintaining good internal controls over funds collected.
- We noted two instances of funds being held several days prior to being deposited in the bank. The policy to deposit funds the next business day is necessary to limit any misappropriation of funds.
- There was an instance of an entire month's activity being lost. Maintaining the monthly records is important to proper internal controls.
- We noted several instances in which an invoice was not marked as paid. This is important to ensure that invoices are not inadvertently paid twice.
- There were two instances where the purchase order was dated after the invoice. Acquiring a purchase order prior to a purchase is important to ensure management is aware of the purchase and the purchase is within the policies and procedures.

2013-02 PEP Report Classifications:

Twenty-two assistant principals were misclassified as principals on the Profile of Educational Personnel (PEP) report. Management states that the misclassification occurred due to a software conversion during the year. This misclassification affected the report sent to the State of Louisiana Department of Education. Further, each of these assistant principals received the proper compensation.

Response:

Administration was aware of the issues related to the finding pertaining to school athletic funds and in an effort to correct these deficiencies, a committee of Central Office staff and school staff was organized during the Spring of 2014. This committee was charged with the task of revising the School Activity Funds Procedures Manual. The committee revised several of the forms contained in the manual and clarified the procedures for accounting for the receipt of school funds and disbursement of school funds. The revised manual was approved by the Board at June 3, 2014 Board meeting and a workshop was conducted on August 6, 2014 to present the revised manual. This workshop was mandatory for all principals, assistant principals, and school secretaries.

Response:

Administration was aware of the incorrect reporting of principals and assistant principals in the PEP report due to software conversion and the error was corrected for the 2013-2014 PEP report.

ROZIER, HARRINGTON & MCKAY

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M. DALE HARRINGTON, CPA
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To the Rapides Parish School Board
Alexandria, Louisiana

In performing the agreed-upon procedures of the Rapides Parish School Board for the year ended June 30, 2013, we identified matters worthy of management's attention and corrective action.

Grant Funds:

The Rapides Parish School Board receives multiple grants each year from federal, state, and local sources. Based on the procedures of the grant expenditures, adequate controls are in place and appear to be working.

School Athletic Funds:

Each school within the Rapides Parish School System maintains a school fund. We performed agreed-upon procedures on a few transactions at five of the schools. Management has implemented policies and procedures to ensure that funds are properly accounted.

Our procedures at the schools showed that fundraiser forms or ticket reconciliations were not being completed as required. In addition, we noted instances of deposits being held several days before being deposited in the bank. There were also instances in which the original invoice was not marked as paid to prevent duplicate payment as well as purchase orders being dated after the invoice date.

We recommend management stress the importance of the policies and procedures to ensure that funds are properly accounted for. These policies ensure that receipts and disbursements are accounted for properly. In addition, labeling invoices as paid will ensure that duplicate payments are not made.

Principals and Assistant Principals:

The proper controls are in place to ensure that the proper compensation is received by employees. The Profile of Educational Personnel (PEP) report had 22 assistant principals misclassified as principals. This misclassification occurred due to a software conversion.

We recommend closely reviewing the PEP report to ensure that each employee is properly classified as required.

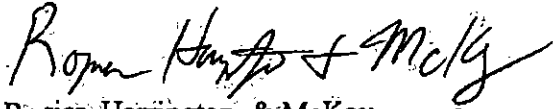
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Rapides Parish School Board

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If you need additional information, we will be available at your convenience to discuss these matters in greater detail.

A handwritten signature in cursive script, appearing to read "Rozier Harrington & McKay".

Rozier, Harrington, & McKay
Certified Public Accountants